



VERMONT MOBILE LIBRARY LITERACY GRANTS

GUIDELINES & APPLICATION

Application Due Date: April 15, 2001

**Funded under
the National Leadership Grants for Libraries
Program
of the Institute of Museum and Library Services**



**Vermont Mobile Library Literacy Grants
c/o State of Vermont Department of Libraries
109 State Street
Montpelier, Vermont 05609-0601**

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PART ONE: GUIDELINES

THE OPPORTUNITY

TO DISCOVER IF MOBILE LIBRARY SERVICE IS A VIABLE MEANS OF SERVING RURAL AND SUBURBAN POPULATIONS IN THE 21ST CENTURY

The purpose of the Mobile Library Literacy Project, as described by Vermont's U.S. Senator James Jeffords in a June 1, 1999 press conference in Waterbury, Vermont, is "to promote access to books, reading programs and information through technology. [It] will extend the walls of the library... and welcome all Vermonters to be part of the learning community." The Project seeks to discover if mobile library service can serve both rural and suburban populations. Further, does mobile library service entice citizens to use the library and is it an effective marketing tool for attracting attention to all the services Vermont's small libraries offer in the 21st century.

Funding has been awarded to the Vermont Department of Libraries under the Institute of Museum and Library Services' (IMLS) National Leadership Grants for Libraries program. Grant recipients under the Mobile Library Literacy Project will be subgrantees of the Department.

The Department will provide grants to local libraries working with coalitions of school districts, schools, and other community organizations to provide mobile library services on a county, school district, or regional basis. The grants will be flexible, allowing each applicant to tailor its project to local needs and requirements but the emphasis will be on partnerships, service to all age groups, and sustainability beyond the two-year grant period.

The Department is searching for successful models that could be adapted and replicated. Data gathered using outcome measurement methods will help to discover what works for Vermont libraries. Through this series of grants, we hope to provide answers to what the optimal service area or size is for mobile services in a rural state. We suspect that small public libraries partnered with other local and regional organizations and institutions can successfully provide and sustain mobile library services. Determining the proper scale for outreach services of this type in rural and suburban areas is essential to delivering cost effective mobile library services in Vermont.

ELIGIBILITY CRITERIA FOR GRANTS

Eligible applicants include the following types of Vermont libraries: public, school, academic, archives and private (non-profit).

Eligible libraries may apply individually or in a partnership. Each partner must sign a Partnership Statement. Non-library organizations may partner with an eligible library as long as the library has administrative authority for any grant funds. A parent organization (e.g., a school district) may apply on behalf of eligible libraries within its jurisdiction.

CONDITIONS FOR GRANTS

DURATION OF A GRANT	Project activities may be carried out for a period of up to 24 months from the project start date.
PROJECT START DATE	Projects may begin no earlier than the last day of the month of the award announcement, and no later than July 1, 2001.
AMOUNT OF GRANT	<p>Grant amounts will range from \$10,000 or \$20,000 to \$150,000 to \$250,000, depending on the project design.</p> <p>Two-thirds of the amount will be awarded in Year One and one-third in Year Two. The final one-third of funds will be released in 2002 with one quarter of the funding reserved until final reports and evaluation have been submitted. Final evaluation for all projects must be completed by September 30, 2003*.</p>
COST SHARING	<p>Applicants will be required to provide either local matching funds or in-kind contributions at some level. In-kind contributions may include staff time, space, collections, AmeriCorps/VISTA assistance, labor from municipal governments or other support. Applicants will also be required to:</p> <ul style="list-style-type: none">• budget for the costs of traveling to and attending training sessions (perhaps requiring overnight accommodations)• develop and have approved outcome measures for evaluation of their projects and• complete all necessary reports.
USE OF FUNDS	Grant funds may be used for salaries, wages and benefits, and consulting as well as materials especially book collections for bookmobiles, equipment such as bookmobiles or vans, computers and cellular telephones, and general operating expenses over the two-year period. Purchase of library materials is allowable if the purchase is justified as part of a larger project. Grant funds may not be used for indirect or overhead costs; these costs should be included as local matching funds.
ANNOUNCEMENT OF AWARD	No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. DOL will notify applicants of final decisions according to the schedule given in the section Important Dates and Contact Information, page 8 of the grant.

**PAYMENT,
ACCOUNTING
AND REPORTING
PROCEDURES**

DOL requires grant recipients to maintain a restricted bank account for funds received during the project period. They do not need to maintain a separate bank account for grant funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements.

Grant recipients may be required to submit one or more interim performance reports; they are required to submit a final performance report and a final financial report. DOL will establish reporting requirements at the time of the award.

APPLICATION REVIEW AND EVALUATION

A committee made of DOL staff, a member of the state Board of Libraries, and a panel of experienced reviewers will review applications. The Committee will determine whether an applicant is eligible and whether an application is complete. The Committee may contact applicants for information needed to determine eligibility. If an applicant is determined to be ineligible, the application will be rejected without evaluation. Incomplete applications may be rejected without evaluation. The applicant will be notified by mail if the application is rejected.

All eligible and complete applications will be competitively reviewed.

Reviewers will be instructed to evaluate the grant applications according to the criteria identified in these guidelines. Applicants should address all criteria in the Application Narrative.

The Review Committee will evaluate the projects and negotiate budgets as necessary. Applicants may be granted an amount less than that requested.

APPLICATION EVALUATION CRITERIA

The following criteria will be used to evaluate all eligible projects:

ADAPTABILITY	Evidence that the project will create, implement and document a working model that has the potential for successful adaptation or will produce wide-reaching results. Degree to which project processes or outcomes have potential applications in other settings. Creative approaches that offer new models for library service and document the results are encouraged.
DESIGN	Extent to which the project is based on and sized to fit local needs. Local libraries are encouraged to look broadly at their communities, their library services and unmet or under-met needs. They will be required to seek out other community organizations and local institutions and to form formal partnerships in order to deliver mobile library services in their proposed area of service.
PARTNERSHIP	Evidence that the relationship between the partners is strong, that all are committed and that all are contributing.
MANAGEMENT PLAN	Evidence that the applicant is able to carry out the project outlined through effective use of resources including money, personnel, facilities, equipment and supplies and that sound financial management will be used.
BUDGET	Budget is appropriate and sufficient for the activities described.
CONTRIBUTIONS	Evidence that the applicant is committed to the project through contributions from the applicant from any partners and from public or private sources. Applicants are generally expected to share the costs of the project, which may be in-kind contributions such as labor or collections. State or local grants may be used to provide some level of local match for the grant. For example, the Freeman Foundation grants for public libraries may be used as local match.
PERSONNEL	Evidence that the project personnel are qualified to accomplish goals and activities described in the grant. Appropriate experience, expertise and time in the area of the grant are described.
PROJECT EVALUATION	Grant recipients must attend outcome-based evaluation training before the grant funds are awarded to them. Each mobile library services project must be designed with outcome-based evaluation as an essential piece. The DOL consultant must evaluate and review each plan before final approval. DOL will also require local projects to follow national Bookmobile Guidelines as applicable and to use standard statistical measures of library services such as are reported in the Federal-State Cooperative System, those collected from Vermont public libraries each fall.

DISSEMINATION	At the end of the two year project, participants will gather for a debriefing and to share ideas. A formal workshop will be offered for participants to share their experiences more widely with the Vermont community.
SUSTAINABILITY	Evidence that the applicant will be able to sustain the project beyond the two year grant period. This includes, but is not limited to, successful completion of the "Detail Project Budget - Year 3 - Demonstrating Sustainability" on pages 22-23.

IMPORTANT DATES AND CONTACT INFORMATION

Meeting for Interested Applicants	February 28, 2001
Application Deadline	April 15, 2001
Award Announcement	May 15, 2001
Outcome Based Evaluation training	June – July 2001
Initial grant release and start of projects	July - August 2001
Mid-project evaluations	July - August 2002
Final grant release	July - August 2002
Final evaluation of statewide project by DOL for IMLS	September 2003*

*DOL has applied for a one year extension of the current two year grant period from September 2002 until September 2003, but has not yet received approval.

Project Consultant

Amy Howlett will serve as the Mobile Library Literacy Project consultant for the Vermont Department of Libraries, working with applicants and grantees to ensure their success. The Department will also make its collections available to grantees wishing to supplement those used in stocking local mobile library literacy services.

PART TWO: PREPARING AND SENDING THE APPLICATION

PREPARING AND SENDING THE APPLICATION

An application requesting Mobile Library Literacy Project Grant Support should include the following materials organized in the order listed:

1. Face Sheet
2. Abstract
3. Narrative
5. Project Budget (Detailed – Years 1 - 3 and Budget Notes)
4. Schedule of Completion
6. Partnership Statement(s), if applicable
7. Proof of Non-profit status, if applicable
8. Applicant(s) Organizational Profile
9. Signed Assurances Statement and Certification of Authorizing Official(s)
10. Application Checklist
11. Attachments

The applicant must submit one unstapled, single-sided original [with original signature(s) of authorizing official(s)] plus 4 copies of the entire application (1+4=5). Do not place the original or copies in binders or notebooks.

Applicants are requested to submit an electronic copy of items 1-3 (the Face Sheet, the Abstract, and the Narrative) on a 3.5 inch disk, formatted as a text file (.txt) or rich text file (.rtf) (formatting of the Face Sheet need not be replicated). No submitted application materials will be returned.

HOW TO ASSEMBLE THE APPLICATION PACKAGE

FACE SHEET	The Face Sheet is provided as pages 16-17 in the Application Form section of this document. Use or replicate this form. The Face Sheet pages are available as a fill-in form on the DOL web site.
ABSTRACT	An Abstract of no more than one page, single spaced (600 word maximum) containing the following elements: 1) Project title; 2) Description of project goals and major activities; and 3) Anticipated results.
NARRATIVE	A Narrative of no more than 10 single-spaced, one-sided pages should address the Evaluation Criteria listed on pages 7-8. Identify where in the Narrative each criterion is discussed. Use headings, bold type, a list of references to page or section numbers, or some other means to lead reviewers to the discussion of each evaluation criterion. Follow the order listed in the criteria where possible. Do not exceed the 10 page limit. The Narrative should explain what need the project will meet and should provide sufficient information for reviewers to evaluate all criteria. Detailed budget discussions should be included in budget notes. Planning documents that informed the project design, such as needs

assessments, should be attached as appendices.

The Narrative must:

- Conform to the space limits.
- Use 8.5 by 11 inch paper.
- Leave a margin of at least .5 inch on all sides.
- Not exceed the allotted space.
- Use a typeface that contains no more than six lines per vertical inch.
- Number all pages.

Use a typeface with standard spacing between letters and do not use a condensed typeface. It is essential that your Narrative be legible so that reviewers can easily read the information you provide. DOL recommends that you produce the application Abstract and Narrative using a word processing system. *Handwritten applications will not be accepted.*

BUDGET

The proposal must include 3 Detailed Budgets (for Year 1, Year 2, and a proposed Year 3 demonstrating sustainability, Budget Notes that explain the elements of the Detailed Budget. The budget should include costs to be supported by grant funds, applicant and third party matching and cost sharing, and any costs to be supported by other Federal agencies. Only those costs attributable to achieving specific project activities should be included in the budget. Refer to requirements for Cost Sharing and Use of Funds under Conditions of a Grant in preparing the budget. These budget pages are available as electronic fill-in forms on the DOL web site.

DETAILED BUDGET

A Detailed Budget should include cost categories identified in the sample budget layout and should identify whether support is from Mobile Library Literacy grant funds or is contributed. All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. The budget should clearly and specifically identify sources of contributions. For third-party contributions, applicants must indicate whether the contributions are assured or pending. Consultant fees should identify costs by hourly rates or daily fees. The project budget should include funds for travel to attend DOL-designated meetings.

Year 1 and Year 2 forms will describe cost sharing among the applicant, the partners and the Mobile Library Literacy grant funding. The form for Year 3 has been provided for the applicant to describe how the project will be sustained without the grant funds.

INDIRECT COSTS

Indirect costs are expenses that relate to the Mobile Library Literacy Project Grant but that cannot be directly tied to project activities. Examples include miscellaneous photocopying, energy costs, and telephone. Items that are included as indirect costs may not also be listed as direct costs in the project budget.

To calculate your indirect costs, you must first determine your *modified* direct costs. Your modified direct costs are calculated by subtracting your major equipment purchases or large contracts (over \$5000); these large items artificially inflate the indirect costs.

Next, compute your indirect costs by taking a percentage of your project's modified direct costs. You may use an indirect cost rate of 20 percent (or less) of the modified direct project costs. You may apply indirect costs *only* as part of your match or cost share.

BUDGET NOTES

The Budget Notes should explain all elements of the Detailed Budget. For example, the Budget Notes should explain the role that each person listed in the project budget will play. The Budget Notes should also provide justification for all proposed equipment, supplies, travel, services and other expenses.

DOL encourages applicants to contribute as cost sharing the salaries of permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. If grant funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period. The Budget Notes should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected.

Costs for third-party service providers should be documented by bids or otherwise justified.

SCHEDULE OF COMPLETION

The applicant must provide a Schedule of Completion that shows when each major project activity will be completed and how grant funds will be expended throughout the project. The Schedule of Completion should correspond to the activities described in the Narrative. Include the projected expenditure of total project funds (all costs, including both grant and match) for each activity. A sample for the Schedule of Completion is provided on page 24. The applicant need not follow the sample format but should provide the same information, indicating milestones for completion of each major project activity and showing how grant funds are to be spent over the course of the project.

PARTNERSHIP STATEMENT	A sample group Partnership Statement is provided on page 25. The Partnership Statement should confirm all conditions identified in these guidelines. Partners are not all required to sign the same statement; signatures may be on individual copies of the Statement.
PROOF OF NON-PROFIT STATUS	<p>If your library is a private, non-profit organization (if you answered “Private Non-Profit” or “Other” on the Face Sheet) you must submit a copy of the IRS letter indicating your organization’s eligibility for non-profit status under the applicable provisions of the Internal Revenue Code of 1954, as amended. DOL will not accept a letter of state sales tax exemption as proof of non-profit status.</p> <p>IRS letters for each private, non-profit partner, as applicable, should also be submitted.</p>
APPLICANT(S) ORGANIZATIONAL PROFILE	The applicant and each official partner must provide an organizational profile of no more than one page that identifies the organization’s mission, service area and levels of service, placement within a parent organization (if applicable) and where within the organization the responsibility for the management of the proposed project activities would be assigned.
SIGNED ASSURANCES/ CERTIFICATION OF AUTHORIZING OFFICIAL(S)	<p>Complete this section last. To be considered for a grant, the applicant’s Authorizing Official(s) must read the assurances and sign the accompanying certification statement. The Authorizing Official(s) may be the organization’s chief executive officer, an official of the organization or its parent or sponsoring organization authorized to make such commitments on behalf of the organization, or the government official responsible for oversight of the organization. Examples of the Authorizing Official include the Library Director, the Board Chair, the Superintendent, the Principal, the Town/City Manager, or the Chair of the Select/School Board. In some cases such as with municipal public libraries, the signature of more than one Authorizing Official is required.</p> <p>The application is not complete unless the Authorizing Official(s) has/have signed it.</p>
ATTACHMENTS	Resumes or vitae of no more than two pages <i>each</i> for all key personnel (both staff and consultants) must be included. Applicants should also include documents that specifically relate to the justification for the project. Such information may include needs assessments, reports from planning activities, products or evaluations from previously completed or ongoing projects of a similar nature or other documents for the evaluation of the proposal.

ELECTRONIC FILL-IN APPLICATION FORMS

DOL will make the application forms available on our web site for downloading. Applicants can download the electronic version of a DOL application form and type into the forms on any computer. This eliminates the need for a typewriter or for re-creation of DOL application forms. To access the fill-in application forms, visit <http://dol.state.vt.us>. Alternatively, applicants may recreate the forms electronically following the DOL format or may type on printed forms.

SENDING THE APPLICATION TO THE VERMONT DEPARTMENT OF LIBRARIES

Mail or hand-deliver applications to:

Mobile Library Literacy Project
c/o Vermont Department of Libraries
109 State Street
Montpelier, VT 05609-0601

Mailed applications must be *postmarked* no later than the application deadline. Applications that do not meet the postmark deadline will be rejected without evaluation.

By APRIL 15

Within 15 days after the application deadline, DOL will mail applicants an acknowledgment form. If this form is not received, contact DOL to make sure the application was received.

By MAY 1

DOL may ask for proof of mailing if the postmark date on the package cannot be read. The U. S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date stamped. DOL will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier. DOL will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U. S. Postal Service. The green return receipt card does not meet the DOL requirement for proof of mailing.

Applications may be hand-delivered to the Vermont Department of Libraries at 109 State Street Monday through Friday between the hours of 7:45 AM and 4:30 PM.

PART THREE: APPLICATION FORMS

FACE SHEET

1. Applicant Organization

2. Applicant Organization Mailing Address

3. Name(s) and Title(s) of Authorizing Official(s)

4. Business Phone(s) of Authorizing Official(s)

5. Name and Title of Project Director

6. Business Phone of Project Director

7. Fax Number of Applicant Organization

8. E-mail Address of Project Director

9. Sponsoring institution/parent organization if applicable (e.g., school district)

☐ Check if this entity will manage funds if an award is made.

Sponsoring institution/parent organization Name and address:

10. Check box for type of library below:

☐ Municipal Public Library ☐ Incorporated Public Library

☐ Community Library

☐ School library (or school district applying on behalf of a school library or libraries)

☐ Other type of library, describe below:

FACE SHEET (Cont.)

11. Federal employer identification number: _____

12. Project Title: _____

13.	GRANT AMOUNT REQUESTED	\$ _____
-----	------------------------	----------

14. Amount of Matching Funds \$ _____

15. Amount of In-Kind support \$ _____

16. Grant Period (Starting Date) _____ to _____ (Ending Date)

17. In the space below, include names of any organizations that are official partners of the project:

**Project Budget Form
DETAILED BUDGET – YEAR 1**

Year 1 — Budget Period from ____/____/____ to ____/____/____

Name of Applicant Organization: _____

SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	NO.	METHOD OF COST COMPUTATION	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
TOTAL SALARIES AND WAGES			_____	_____	_____	_____

SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	NO.	METHOD OF COST COMPUTATION	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
TOTAL SALARIES AND WAGES			_____	_____	_____	_____

FRINGE BENEFITS

RATE		SALARY BASE	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	% of	_____	_____	_____	_____	_____
_____	% of	_____	_____	_____	_____	_____
_____	% of	_____	_____	_____	_____	_____
TOTAL FRINGE BENEFITS			_____	_____	_____	_____

CONSULTANT FEES

NAME/TYPE CONSULTANT	COMPENSATION RATE	NO. DAYS	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
TOTAL CONSULTANT FEES			_____	_____	_____	_____

**TRAVEL
FROM/TO**

	TRAVEL EXPENSES	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL TRAVEL COSTS		_____	_____	_____	_____

Project Budget Form
DETAILED BUDGET – YEAR 1 (Cont.)
Year 1 — Budget Period from ____/____/____ to ____/____/____

Name of Applicant Organization: _____

MATERIALS SUPPLIES AND EQUIPMENT					
ITEM	METHOD OF COST COMPUTATION	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL MATERIALS, SUPPLIES & EQUIPMENT		_____	_____	_____	_____
SERVICES					
ITEM	METHOD OF COST COMPUTATION	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL SERVICES		_____	_____	_____	_____
OTHER					
ITEM	METHOD OF COST COMPUTATION	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL OTHER COSTS		_____	_____	_____	_____
TOTAL DIRECT PROJECT COSTS		_____	_____	_____	_____
TOTAL INDIRECT COSTS <i>(if applicable)</i>			APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
			_____	_____	_____

**Project Budget Form
DETAILED BUDGET – YEAR 2**

Year 2 — Budget Period from ____/____/____ to ____/____/____

Name of Applicant Organization: _____

SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	NO.	METHOD OF COST COMPUTATION	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
TOTAL SALARIES AND WAGES			_____	_____	_____	_____

SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	NO.	METHOD OF COST COMPUTATION	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
TOTAL SALARIES AND WAGES			_____	_____	_____	_____

FRINGE BENEFITS

RATE		SALARY BASE	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	% of	_____	_____	_____	_____	_____
_____	% of	_____	_____	_____	_____	_____
_____	% of	_____	_____	_____	_____	_____
TOTAL FRINGE BENEFITS			_____	_____	_____	_____

CONSULTANT FEES

NAME/TYPE CONSULTANT	COMPENSATION RATE	NO. DAYS	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
TOTAL CONSULTANT FEES			_____	_____	_____	_____

**TRAVEL
FROM/TO**

	TRAVEL EXPENSES	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL TRAVEL COSTS		_____	_____	_____	_____

Project Budget Form
DETAILED BUDGET – YEAR 2 (Cont.)
 Budget Period from ____/____/____ to ____/____/____

Name of Applicant Organization: _____

MATERIALS SUPPLIES AND EQUIPMENT					
ITEM	METHOD OF COST COMPUTATION	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL MATERIALS, SUPPLIES & EQUIPMENT		_____	_____	_____	_____
SERVICES					
ITEM	METHOD OF COST COMPUTATION	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL SERVICES		_____	_____	_____	_____
OTHER					
ITEM	METHOD OF COST COMPUTATION	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL OTHER COSTS		_____	_____	_____	_____
TOTAL DIRECT PROJECT COSTS		_____	_____	_____	_____
TOTAL INDIRECT COSTS <i>(if applicable)</i>			APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
			_____	_____	_____

Project Budget Form
DETAILED BUDGET – YEAR 3 - Sustainability
 Budget Period from ____/____/____ to ____/____/____

Name of Applicant Organization: _____

SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	NO.	METHOD OF COST COMPUTATION	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
TOTAL SALARIES AND WAGES			_____	_____	_____	_____

SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	NO.	METHOD OF COST COMPUTATION	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
TOTAL SALARIES AND WAGES			_____	_____	_____	_____

FRINGE BENEFITS

RATE		SALARY BASE	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	% of	_____	_____	_____	_____	_____
_____	% of	_____	_____	_____	_____	_____
_____	% of	_____	_____	_____	_____	_____
TOTAL FRINGE BENEFITS			_____	_____	_____	_____

CONSULTANT FEES

NAME/TYPE CONSULTANT	COMPENSATION RATE	NO. DAYS	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
TOTAL CONSULTANT FEES			_____	_____	_____	_____

**TRAVEL
FROM/TO**

	TRAVEL EXPENSES	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL TRAVEL COSTS		_____	_____	_____	_____

Project Budget Form
DETAILED BUDGET - YEAR 3 - Sustainability (Cont.)

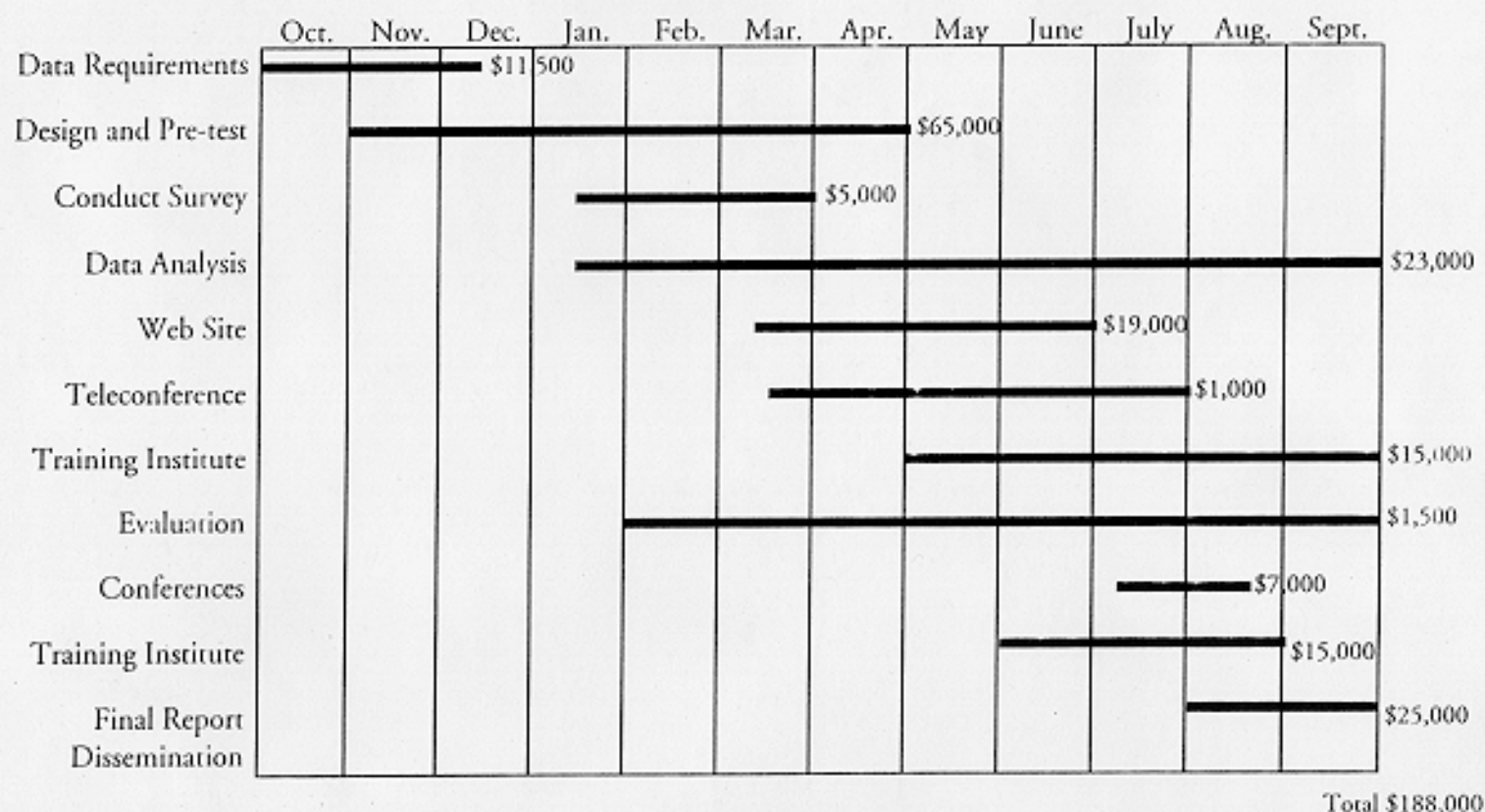
Budget Period from ____/____/____ to ____/____/____

Name of Applicant Organization: _____

MATERIALS SUPPLIES AND EQUIPMENT					
ITEM	METHOD OF COST COMPUTATION	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL MATERIALS, SUPPLIES & EQUIPMENT		_____	_____	_____	_____
SERVICES					
ITEM	METHOD OF COST COMPUTATION	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL SERVICES		_____	_____	_____	_____
OTHER					
ITEM	METHOD OF COST COMPUTATION	FUNDS REQUESTED	APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL OTHER COSTS		_____	_____	_____	_____
TOTAL DIRECT PROJECT COSTS		_____	_____	_____	_____
			APPLICANT (IF APPLICABLE)	PARTNERS (IF APPLICABLE)	TOTAL
TOTAL INDIRECT COSTS (<i>if applicable</i>)			_____	_____	_____

SAMPLE SCHEDULE OF COMPLETION

This sample Schedule of Completion provides sample project activities, a sample timeline, and sample funds expenditure for each activity. You need not follow the sample format but should provide the same project information. List each major project activity discussed in the Narrative. The dates on your Schedule of Completion must correspond with the project dates on the Face Sheet (pages 16-17)). Identify summary costs for each activity. The total should equal the total amount of direct project costs, including mobile library literacy grant funds, and match.



SAMPLE PARTNERSHIP STATEMENT

This page is a sample format for a partnership application. You may complete separate statements with each partner or add additional signature lines for multiple partners. All partners must sign Partnership Statements. They do not all need to sign the same document.

1. Application Organization:

Other partner members (organizations):

2. Brief list of the activities that each organization has agreed to perform:

3. We, the undersigned institutions, agree to all of the following:

- We will carry out the activities described above and in the Application Narrative;
- We will use any funds received as a result of this application in accordance with applicable Federal and State laws and regulations; and
- We assure that our facilities and programs comply with applicable Federal and State requirements.

Signature of Authorizing Official

Partner Organization (Type or Print)

Name and Title of Authorizing Official (Type or Print)

Date

Signature of Authorizing Official

Partner Organization (Type or Print)

Name and Title of Authorizing Official (Type or Print)

Date

Signature of Authorizing Official

Partner Organization (Type or Print)

Name and Title of Authorizing Official (Type or Print)

Date

(Add additional lines or duplicate pages as necessary.)

ASSURANCES STATEMENT AND CERTIFICATION OF AUTHORIZING OFFICIAL(S)

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related regulations. These assurances are given in connection with any and all financial assistance from DOL after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the state financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

1. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

FINANCIAL , ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY	<p>The authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for Federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.</p> <p>The authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."</p> <p>The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."</p>
FEDERAL DEBT STATUS	<p>The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.</p>
DISBARMENT AND SUSPENSION	<p>The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:</p> <ul style="list-style-type: none"> (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or

**DISBARMENT AND
SUSPENSION (cont.)**

destruction of records, makings false statements, or receiving stolen property;
(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
(d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

**NON-
DISCRIMINATION**

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:
(a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;
(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and
(d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

**DRUG-FREE
WORKPLACE ACT
OF 1988**

(A) The authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:
(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
(b) establishing an ongoing drug-free awareness program to inform employees about:
(1) the dangers of drug abuse in the workplace;
(2) the grantee's policy of maintaining a drug-free workplace;
(3) any available drug counseling, rehabilitation, and employee assistance programs; and
(4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
(1) abide by the terms of the statement; and
(2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
(e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to

**DRUG-FREE
WORKPLACE ACT
OF 1988 (cont.)**

every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;

(f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:

(1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or
(2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency; and

(g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

**CERTIFICATION
REGARDING
LOBBYING
ACTIVITIES
(APPLIES TO
APPLICANTS
REQUESTING
FUNDS IN EXCESS
OF \$100,000)**

The authorizing official certifies, to the best of his or her knowledge and belief that:

(a) no federal appropriated funds have been paid or will be paid, by or on behalf of the authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.

(b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) the authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**GENERAL
CERTIFICATION**

The authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program.

2. CERTIFICATIONS REQUIRED OF SOME APPLICANTS

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

SUBAGREEMENTS	<p>Applicants who plan to use awards to fund subgrants, contracts and subcontracts should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:</p> <p>(1) certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and</p> <p>(2) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive \$100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for all grant proposals and for contracts that are expected to equal or exceed \$100,000:</p> <p>(a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.</p> <p>(b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.</p>
NATIVE AMERICAN HUMAN REMAINS AND ASSOCIATED FUNERARY OBJECTS	<p>The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.</p>
HISTORIC PROPERTIES	<p>The authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).</p>
ENVIRONMENTAL PROTECTIONS	<p>The authorizing official, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:</p> <p>(a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and Executive Order (E.O.) 11514;</p> <p>(b) notification of violating facilities pursuant to Executive Order (E.O.) 11738;</p> <p>(c) protection of wetlands pursuant to Executive Order (E.O.) 11990, as amended by Executive Order (E.O.) 12608;</p> <p>(d) evaluation of flood hazards in floodplains in accordance with</p>

**ENVIRONMENTAL
PROTECTIONS
(cont.)**

Executive Order (E.O.) 11988, as amended.

(e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.); and

(f) conformity of Federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);

(g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and

(h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531-1543).

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system. The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

**RESEARCH ON
HUMAN AND
ANIMAL SUBJECTS**

The authorizing official, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

For further information on these certifications, contact DOL at 109 State Street, Montpelier, Vermont 05609 or call (802) 257-2810.

CERTIFICATION OF AUTHORIZING OFFICIAL(S)

The Department of Libraries is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, non-discrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form. If you receive a grant, you must comply with these requirements.

CERTIFICATION OF AUTHORIZING OFFICIAL(S)

(The applicant organization's authorizing official(s) should sign the following certification after all other parts of the application form have been completed)

I have examined this application, and I hereby certify on behalf of the applicant organization that

- 1) the information provided is true and correct; and
- 2) all requirements for a complete application have been fulfilled; and
- 3) the applicant is providing and will comply with the applicable certifications regarding federal debt status, debarment and suspension, nondiscrimination, drug-free workplace, and lobbying activities as set forth in the Assurances statement below.

Should my organization receive a grant, the organization and I will comply with all requirements of the Department of Libraries, all statutes outlined below, and all other applicable Federal statutes and regulations.

Signature of Library or School Board Chair

Date

Name of Library or School Board Chair (printed or Typed)

Signature of Authorizing Official

Date

Name and Title of Authorizing Official (printed or Typed)

(e.g. for municipal libraries, select board chair or town manager; for school districts, superintendent, etc. or consult your organization's legal counsel for advice on appropriate authorizing official)

(Additional lines or duplicate pages as necessary.)

APPLICATION CHECKLIST

Use this checklist to help you arrange the sections of the application in the correct order. Check off items included in your application package so reviewers will know what you have included with your application.

- ☐ Face Sheet
- ☐ Abstract
- ☐ Narrative
- ☐ Project Budget
 - ☐ Detailed Budget (Years 1, 2, and 3)
 - ☐ Budget Notes
- ☐ Schedule of Completion
- ☐ Partnership Statement, if applicable
- ☐ Proof of Non-Profit Status, if applicable
- ☐ Applicant(s) Organizational Profile
- ☐ Assurances Statement/Certification of Authorizing Official(s)
- ☐ Attachments, as appropriate
 - ☐ Resumes of Key Personnel (no longer than two pages per person)
 - ☐ Report from Planning Activities (e.g., Needs Assessments, etc.)
 - ☐ Products or Evaluations from Previously Completed or Ongoing Projects of a Similar Nature
 - ☐ Other (please list) _____

- ☐ Application Checklist